



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Lights On Date(s) of Event: November 23, 2023

Location Address: Start: 1709 Utica Square Council District(s): 4
End: 1709 Utica Square

Event Description: Holiday tree lighting ceremony with Santa.

Event Category: Concert/Performance

Event Includes: Amplified Sound, Tent/Canopy, Live Entertainment, Private Property

Anticipated Attendance: Total: 1000 Per Day: 1000

Anticipated Participants: Total: 10 Per Day: 10

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: UTICA SQUARE SHOPPING CENTER Website: https://www.uticasquare.com/

Chief Officer of Host Organization: CARA HAIR

Email and Phone: 918-588-5218

Applicant Name: CASSANDRA MONTRAY

Email and Phone: cassandra.montray@hpinc.com 918-588-5212

Professional Event Organizer:

Email and Phone:

On-site Contact: CASSANDRA MONTRAY Mobile: 918-588-5212

Billing Contact: UTICA SQUARE SHOPPING CENTER Phone: 918-588-5212

Billing Address: 1709 Utica Square 220
TULSA, OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/22/2023 Time: 6am
Street Closure for Event Setup: Date: 11/22/2023 Time: 6 am
Street(s) to be Closed for Event Setup: NA - Parking lot closure only.
Event Start: Date: 11/23/2023 Time: 6:30 pm
Street Closure for Event Start: Date: 11/23/2023 Time: 6:30 pm
Street(s) to be Closed for Event Start: NA - Utica Square parking lots only.
Run, Walk, Parade Start Time: NA
Daily Event Hours: 6:30pm-7:30pm
Event End: Date: 11/23/2023 Time: 7:30 pm
Street Reopens after Event End: Date: 11/23/2023 Time: Midnight
Event Teardown: Date: 11/23/2023 Time: 8:30 pm
Street Reopens after Event Teardown: Date: 11/23/2023 Time: Midnight

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 1 20x20 Provider and Phone: Party Pro (918) 622-8102
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Utica Square Security (918) 361-1071

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Crowd Management Fencing Company: No Contact, Email and Phone: NA

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Utica Square Merchants Association

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918) 272-0568

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/22/2023 Time: 4:00 pm

Equipment Pickup: Date: 11/24/2023 Time: 8:00 am

Other Event Information: See Site Map

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Grady Nichols Band, Jazz/Pop

Sound Amplification: Yes

Start Time: 6:30 pm

Finish Time: 7:15 pm

Please describe the sound equipment that will be used for your event:

Standard band and speaker equipment.

Sound checks conducted prior to the event: Yes

Start Time: 5:30 pm

Finish Time: 6:00 pm

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Lights on stage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On November 23, production and stage load out begins at 8:30 pm and will be removed within 2 hours. The restrooms will be removed November 24 at 8 am.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

If not presented, please explain:

NA - No Street Closure

Affidavit of Applicant

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: On File

For City of Tulsa Special Events Committee Use Only

Date received: 11/15/2023 Date routed: 11/21/2023 Date for review: 11/22/2023

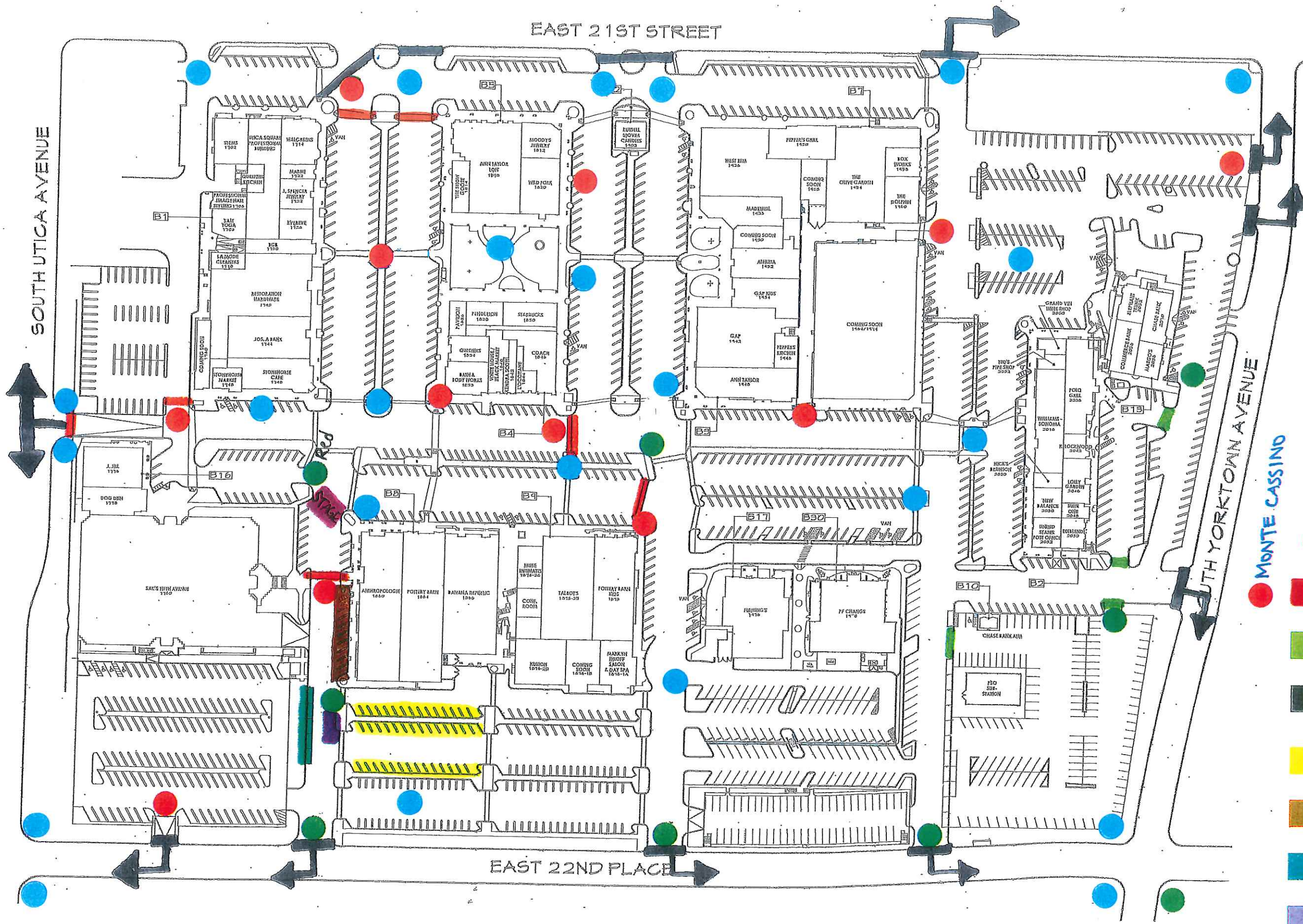
Special Events Committee Recommendation: _____ Yes No _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes No _____

Date routed to Council: _____ City Council Approval: Yes No _____

Date Permit Issued: _____ Comments: SEC meeting 12/06/2023.

ST. JOHN PARKING GARAGE



Security

- Utica Square
- TPD
- Owl Nite

- Barricades/Patrol Cars: 6:00AM
- Barricades: Close as Parking Fills
- Barricades: Close All
Exterior Exits at 6:30 PM
- Talent & Family Parking
- Handicap Parking
- Media Parking
- Public Restroom
behind Anthropologie

SOUTH UTICA AVENUE

EAST 21ST STREET

SOUTH YORKTOWN AVENUE

EAST 22ND PLACE

TEMPLE ISRAEL

YORKTOWN

MONTE CASSINO